



Office of Human Resources
Security Specialist Supervisor - CN3152
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General Statement of Duties

Performs supervisory duties for Security Specialists and leads these employees in their work overseeing the operation of security controls related to the custody and movement of inmates. This is an essential personnel position and is subject to immediate recall during major and/or emergency situations. This position requires the employee to work during inclement weather, regardless of the City's operational status.

Distinguishing Characteristics

This classification is distinguished from Security Specialist which performs standard level technical and support to maintaining security in a detention facility through the operations of security controls and equipment related to the custody and movement of inmates. This classification is distinguished from the Security Officer Supervisor which performs supervisory duties at various city facilities by patrolling, monitoring, and inspecting all areas for any irregular or unauthorized activities or unsafe conditions.

This classification is distinguished from Deputy Sheriff which performs entry level to full performance level protective services work for Denver County by providing for the security, care, custody and safety of Denver County prisoners and the public in detention, medical, court and transportation settings. In addition, a Deputy Sheriff is required to carry, use, and maintain firearms such as handguns and shotguns. Finally, a Deputy Sheriff has direct contact with inmates, whereas a Security Specialist Supervisor has no direct contact with inmates.

Level of Supervision Exercised

Supervises two or more staff members.

Essential Duties

Performs supervisory duties over personnel assigned to the functions of Security Specialist.

Plans, assigns, and evaluates the work of staff members, provides technical expertise to staff and establishes unit and staff work goals and objectives.

Trains new staff members on applicable standards, regulations, and requirements for the assigned work area(s), orients staff with appropriate policies and procedures, and ensures that work conforms to policies, standards, and regulations.

Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and recommends candidate(s) for job opening(s).

Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Encourages and guides others toward goals.

Ensures quality, effectiveness, and efficiency of employee activities and safety measures.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above

Competencies

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of building safety and security sufficient to be able to respond to a variety of emergency and urgent situations.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe working environment.

Knowledge of CPR and first aid techniques sufficient to be able to perform lifesaving measures and render first aid when needed.

Ability to remain calm and communicate effectively under adverse conditions.

Ability to think and react appropriately under emergency conditions with little or no supervision.

Ability to utilize video and alarm system equipment.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of experience at the type and level of a Security Specialist.

Education & Experience Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

None

Working Environment

Potential exposure to offensive inmates and/or public.
Contact with inmates and/or public under a wide variety of circumstances.
Subject to injury from moving parts of equipment.
Potential exposure to unpleasant elements (accidents, injuries, and illness)
Subject to varying and unpredictable situations.
Handles emergency or crisis situations.
Potential exposure to odors in jail facility, inmate or public areas. Subject to many interruptions.
Subject to long, irregular hours.
Pressure due to multiple calls and inquiries.
Potential exposure to sufficient noise to cause distraction or possible hearing loss.
Potential exposure to conditions where there is danger of life, body, and/or health.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Standing: remaining on one's feet in an upright position.
Walking: moving about on foot.
Sitting: remaining in the normal seated position.
Carrying: transporting an object, usually by hand, arm, or shoulder. Pushing: exerting force upon an object so that the object is away.
Pulling: exerting force on an object so that it is moving to the person.
Climbing: ascending or descending objects usually with hands/feet. Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Kneeling: bending legs to come to rest on one or both knees. Crouching: bending body downward and forward by bending legs. Crawling: moving about on hands and knees or hands and feet. Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Background Check Requirement

Criminal Check

Employment Verification

Assessment Requirement

Security Specialist

Probation Period

Six (6) months.

Class Detail

Pay Grade: N-618

FLSA Code: N

Established Date: 2/22/2019

Established By: SO

Revised Date:

Revised By:

Class History: